

DEPARTMENT OF REVENUE SERVICES
Job Opportunities

Connecticut Careers Trainees / Tax Corrections Examiner 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: **Operations Bureau** at 25 Sigourney Street, Hartford, CT

Hours: 40 Hour Work Week

Salary: Bachelor's Degree - \$43,353.00 annually
Master's Degree - \$44,920.00 annually

Closing Date: **Wednesday, August 21, 2013**

The **Department of Revenue Services** is recruiting for several **Connecticut Careers Trainee** positions with the target class of **Tax Corrections Examiner 1** in the Operations Bureau. DRS employees currently having status as Tax Corrections Examiner 1 or who have applied for the TCE 1 examination currently being administered may also apply.

Examples of Duties: As a Connecticut Careers Trainee, you will receive training for advancement into a professional level position after a one-year training program. You will acquire the skills to independently review a variety of tax return input problems identified by the agency's financial systems; research original and amended returns to determine if the taxpayer is in violation of any tax statute, regulation or department policy; interpret schedules of income and expense and verify that the exemptions, deductions and/or credits claimed by the taxpayer are valid; prepare work papers supporting all adjustments made to the financial data systems; research demographic files to determine if registration problems exist; compute the liabilities and credits by interpreting incomplete or improperly completed tax returns; resolve taxpayer problems with financial data systems; interpret registration data to determine registration compliance, taxpayer liabilities, and entry into financial data systems; may assist taxpayers in preparation of tax returns, registration applications, addendums, advice of tax liabilities and filing requirements; prepares reports and correspondence as required.

Minimum Qualifications for Connecticut Careers Trainee: Four (4) year Bachelor's degree in a closely related field from an accredited college or university.

Knowledge, Skills And Abilities: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public.

Business related experience and/or training is preferred.

NOTE: The filling of these positions will be done in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Background checks and tax compliance checks will be conducted.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, college transcripts, proof of degree, and a completed state **Application for Employment** (CT-HR-12) to the address listed below. **We are unable to accept applications by email or Fax.**

Department of Revenue Services
Human Resources, 19th Floor
25 Sigourney St.
Hartford, CT 06106

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.